

FACULTY SENATE MINUTES

September 26, 2016

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, September 26, 2016 in the Sunflower Room of the Overman Student Center with Janice Jewett, President, presiding.

Past Minutes

The minutes for May 2, 2016 were approved.

Announcements

Provost and Vice President of Academic Affairs – Dr. Lynette Olson

Dr. Olson began by advising that KBOR announced the system-wide 20th Day report for Fall 2016 today. Summarizing she noted that the “system” is up slightly. PSU is down 1.96% this year reminding the group this is in addition to being down last year. Reminding those present that the downturns in enrollment are reflected in reductions in revenue from tuition. KU and FHSU reported increases, while KSU and Emporia were down and WSU and Washburn have nearly no change in their enrollment from 2015 reports. Dr. Olson continued on the importance of enrollment numbers and that she and Dr. Steve Erwin would be discussing this further at a future meeting. PSU remains over 7000.

Dr. Olson shared that last summer Governor Brownback asked all universities and state agencies to conduct an exercise to project what a 5% budget cut in state allocations would look like. At PSU that would be a \$1.69 million reduction and for Academic Affairs a projected impact of a \$1.1 million cut. More information on the impact of a 5% additional state funding cut at PSU can be found on GUS under the Budget Office link (left toolbar for most) and the Legislative Budget request for FY 2018-19 beginning with page 16. Dr. Olson indicated this is not the first time that this type of exercise has been requested and in fairly recent years there was a request to project an 8% reduction. Dr. Olson stressed that because it has been asked for does not indicate it will happen. Although it is highly likely that there will be additional allotments this year and next year an additional reduction. Dr. Olson stated she took the preparation of this impact seriously and it shows the reality of a 5% additional reduction. She shared the document in confidence at the time with Dr. Siam and also worked with multiple others across campus to identify the ramifications. Dr. Olson stressed the link between enrollment and this 5% exercise is important going forward.

Per Dr. Olson, legislative goals and performance based funding has lead KBOR CEO Blake Flanders, to develop a model to distribute proportional attainment to increase the number of Kansas residents with an educational credential. The more students who obtain higher education degrees and move into work force as higher wage earners benefits the State. Such a directive model is coming and there will be lots more discussion. Once handed down from BOR the belief is that it will be an expectation and not negotiable.

General Education Review Committee –Mike Carper-COE, Catherine Hooey (A&S), Phil McNew (COT) and Steve Horner (COB)

The committee members spoke of the process and of the inclusion of the entire campus in the creation of the next General Education Curriculum Package. The goal is to submit a completed package to Faculty Senate by November 2018. Watch for the launch of a website by mid-October which will provide an opportunity to share information. (See attached PowerPoint)

Dr. Siam asked what was wrong with the current Gen Ed package to which Phil McNew responded with a question; if anything has changed since 2005. Continuous improvement is known in higher education and Catherine Hooey added that alignment was needed with Pathways to Prominence and new goals. Dr. Jewett added that Faculty Senate would be getting monthly updates on the progress of the committee.

GUS HR – Michele Sexton, Director of Budget & Human Resources

Michele Sexton spoke of the progress being made in the HR and Payroll conversion into Oracle Cloud. She wished to spread the word that this new system will impact every employee and it is important to be aware and be prepared. The goal is to go-live on December 18, 2016. There have been multiple sessions provided for campus awareness and training. Via the HR webpage you can also access an informational blog and links specific to impact on

faculty (health insurance and summer pay distribution). Website is at <http://www.pittstate.edu/office/hr/oracle-cloud.dot> Everyone was given a handout (which is also printable from the website) on benefits, training and important changes. (see attached) The remaining training session will be at 3:00 p.m. on Friday October 7th in S102 of KTC. Training and informational videos will also be added to the webpage.

Tilford Diversity Conference – Ananda Jayawardhana

Dr. Jayawardhana encouraged everyone to attend any portion of the Tilford Conference they could. It is scheduled to begin the evening of October 24 and throughout the day on October 25th. The conference won't return to PSU for approximately 15 years. There will be excellent speakers and it is all free. You are able to come and go and attend the sessions of interest to you.

PSU/KNEA – Dr. Khamis Siam, President

Dr. Siam announced that 70 people showed up at the recent social and that negotiations will begin again in October. He wished Amy Hite, Bargaining Team spokesperson, luck in this coming year.

Student Senate Remarks – Nathan Diddle, Senator

Announcement were made regarding development of a gun policy/conceal and carry with more information to be shared throughout development into the Spring semester. The SGA office hosts free printing although limited to approximately 10 pages and restricted to hours that the office is open. Students must have the document in their email or use a flash drive as they are not set up to print remotely.

Free Scantrons are still available through the SGA office. In the month of September 7000 Scantrons had already been distributed. It was asked that for short quizzes faculty consider another form of answer sheet. Faculty can also request a free packet of 500 Scantrons. SGA is also involved in the Love Project, a weekly diversity forum focusing on different minority organizations.

Early November a President's Q&A is planned. A change is planned regarding monthly teacher award. Typically the SGA office would receive only 1 or 2 nominations a month. SGA is doing away with the monthly award, but will instead focus on the long-standing Outstanding Faculty recognition.

University Support Staff – Michael Woodrum, President

Mr. Woodrum advised there were no large projects this year similar to those in recent years. USS will be contributing to the gun policy under development. The biggest concern is in regards to KPERS, the primary retirement plan for USS. The Kansas Legislature authorized Governor Brownback to delay \$92.5 million that was due to be paid into KPERS on April 15th, and he exercised that authority and delayed the payment. The payment is due to be paid by October 1st, with 8% interest.

Faculty Senate President – Dr. Janice Jewett, President

Dr. Jewett spoke of attending the BOR Faculty Senate presidents meeting. One topic was the weapon policy; which Dr. Jewett announced that PSU seems to be ahead of our peers in developing a campus policy. Credit by Exam (AP & CLEP scores) is to be the same minimum score across the state. Dr. Jewett has shared current scoring guides with departments across campus and she is awaiting feedback. One of the goals of KBOR this year is to promote internships and they are working with the Department of Commerce on this initiative. The success of a pilot internship program was reported on at the September KBOR meeting.

Dr. Jewett concluded with reminders of homecoming events next week and the change of Apple Day to a Tuesday instead of Thursday, will be on March 7th. She will be needing volunteers at that time to hand out apples.

Committee Reports

Library Services/Learning Resources, Dr. Julie Samuels, Chair

Dr. Samuels recapped the discussion of the August 29th meeting. (See attached minutes)

Continuing Studies Subcommittee— Jeanea Lamberth, Chair

Dr. Jewett read from minutes provided by this committee that they had met and Dr. Kahol was present to outline purpose of committee and identify potential areas for future discussion including online course improvement, course evaluation, continuing education policies and HLC criteria. The next meeting is to be held on October 20th at 3:00 p.m. (See attached minutes)

Departmental Academic Honors – Michelle Hudiburg, Chair

Ms. Hudiburg reported that applications have been reviewed and should be returned to the Registrar's Office by Friday.

Honors College – Susan Schreiner, Chair

Dr. Kent Runyan advised that the committee had met once and selected the chair, reviewed the application process and made very few recommendations for change. Expecting 70-80 applications in January for February interview process.

Writing Across the Curriculum – Laura Covert, Chair

Sandra Cox reported for the committee that they had met and discussed protocol for WAC and type of documentation needed for typical review process. (See attached)

Diversity and Multicultural Affairs – Ananda Jayawardhana, Chair

Dr. Jayawardhana reported the committee met on September 22nd and reviewed mandates and past activities of the committee. (See attached)

Student/Faculty – Barb McClaskey, Chair

Dr. McClaskey summarized that while still waiting on students to be named to the group, the committee met on September 12th and identified multiple items to discuss this year including updating of by-laws, revisiting the misconduct policy for any revisions, especially relating to communication with students. (See attached)

Faculty Affairs – Susan Schreiner, Chair

Dr. McBain reported that there is \$90,000 to distributed and over ¼ has already been allocated.

General Education – Mark Johnson, Chair

Dr. Johnson shared that the committee is in the second of the three year cycle for course review for Gen Ed Goal 3. For the review the committee looked at 4 questions:

- 1) Do they have SLOs (Student learning objectives) that match the Gen Ed goals for the course, which drive assessment?
- 2) Does the assessment plan describe specific direct measures for the SLOs?
- 3) Does the assessment report present results to all SLOs?
- 4) Does the assessment report present analysis and Interpretation of results and a plan for improvement?

Based on those four questions, last year's group, reviewed in the Spring of 2016 resulted in 100% achievement of #1, 74% achieved #2, 53% achieved #3, and 32% achieved # 4. This will provide a baseline for them when they are reviewed again in 3 years. Also, it should be noted only one section was reviewed as this was the first time through the full process. Dr. Johnson advised, that next time the committee hopes to review ALL sections of each course.

Nora Hatton is working with the departments that have courses to be reviewed this year. They will collect data this fall and report in February of next year. The Gen Ed Committee will review for completeness of the report in February, give them a month to update and complete. Then the committee will do a full review in March and report in April.

This year the courses include 10 from ART, 2 from COMM, 1 from ENGML, 2 from HHPR, 3 from MUSIC, PSYCH 155 and 2 from FCS. Next year all remaining courses will be evaluated.

Academic Honesty – Amy Hite, Chair

Dr. Hite reported there were 2 instances recently filed with two hearings. One instance is still in the process of making a formal recommendation to the Provost, while the other recommendation has been completed and sent to the Provost.

Unfinished Business

None

New Business

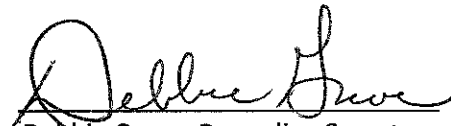
None

Open Forum

None

Meeting Adjourned

Motion to adjourn was approved at 3:55 p.m.



Debbie Greve, Recording Secretary

**FACULTY SENATE MEMBERSHIP
(2016-2017)**

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Book, (Women's Studies)	X								
Bowman, (Art)	X								
Butler, (Physics)	X								
Clanton, (Music)	X								
Cooper, (At-Large)	X								
Cox, (At-Large)	X								
Daley, (At-Large)	X								
Elliott, (Technology & Workforce Learning)	X								
Fincher, (Teaching and Leadership)	X								
Franklin, (English and Modern Languages)									
Gupta, (Chemistry)	X								
Hendershot, (Family & Consumer Sciences)									
Herring, (At-Large)	X								
Hite, (Nursing)	X								
Hudiburg, (At-Large)	X								
Huffman, (Graphics and Imaging Tech)	X								
Jewett, (President)	X								
Johnson, Mark, (At-Large)	X								
Kehle, (At-Large)									
Krepps, (English and Modern Languages)	X								
Lawson, (History, Philosophy & Social Sci)	X								
Leon, (Library Services)	X								
Livingston, (Communication)									
Maceli, (Management and Marketing)	X								
McBain, (History, Philosophy & Social Sci)	X								
McClaskey, (At-Large)	X								
McKinnis, (Economics, Finance, & Banking)									
McNew, (Engineering Technology)	X								
Morris, (School of Construction)	X								
Norman, (Automotive Technology)	X								
Peterson, Mark, (At-Large)	X								
Runyan, (At-Large)	X								
Samuels, (Past President)	X								
Schiefelbein, (At-Large)	X								
Shay, (Military Science)									
Shewmake, (Health, Human Perform & Rec)	X								
Siam, (At-Large)	X								
Snow, (Biology)	X								
Spera, (Psychology and Counseling)	X								
Thuong, (Mathematics)	X								
Yarick, (Accounting & Computer Inf Systems)	X								
Univ Support Staff Senate Representative	X								
Unclassified Senate Representative									
Student Government Representative	X								

Kansas Board of Regents
Fall 2016 Semester Preliminary Report
(20th day)
Systemwide Headcount

Institution	Fall 2016 Semester	Change from Fall 2015	
		Students	Percent
Emporia State University	5,887	-207	-3.40%
Fort Hays State University	14,658	448	3.15%
Kansas State University	23,779	-367	-1.52%
Pittsburg State University	7,102	-142	-1.96%
University of Kansas - Total	28,401	310	1.10%
University of Kansas	24,892	184	0.74%
University of Kansas Medical Center	3,509	126	3.72%
Wichita State University	14,474	-21	-0.14%
State University Total	94,301	21	0.02%
Washburn University - Total	7,971	26	0.33%
Washburn University	6,636	21	0.32%
Washburn Institute of Technology	1,335	5	0.38%
Allen Community College	2,344	-41	-1.72%
Barton Community College	5,884	-397	-6.32%
Butler Community College	9,375	225	2.46%
Cloud County Community College	2,036	-27	-1.31%
Coffeyville Community College	1,707	-34	-1.95%
Colby Community College	1,255	-3	-0.24%
Cowley Community College	2,866	-217	-7.04%
Dodge City Community College	1,804	25	1.41%
Fort Scott Community College	1,862	10	0.54%
Garden City Community College	2,013	-78	-3.73%
Highland Community College	2,917	14	0.48%
Hutchinson Community College	5,880	334	6.02%
Independence Community College	1,077	99	10.10%
Johnson County Community College	19,154	41	0.21%
Kansas City Kansas Community College	5,731	100	1.78%
Labette Community College	1,587	71	4.68%
Neosho County Community College	2,084	15	0.72%
Pratt Community College	1,191	2	0.17%
Seward County Community College	1,927	-44	-2.23%
Community College Total	72,694	95	0.13%
Flint Hills Technical College	1,006	65	6.91%
Manhattan Area Technical College	825	-45	-5.17%
North Central Kansas Technical College	909	63	7.45%
Northwest Kansas Technical College	812	33	4.24%
Salina Area Technical College	580	58	11.10%
Wichita Area Technical College	3,592	273	8.23%
Technical College Total	7,724	447	6.14%
SYSTEM TOTAL	182,690	589	0.32%

**Pittsburg State University
FY 2018 & FY 2019 Budget Request
Section II – Budget Overview**

5% Reduced Resources Budget Impact

A five percent reduction in State General Fund support would mean the level of state support would be the same as provided in FY2000. This amount per full time equivalent in FY2000 equated to \$6,776 per student. In current dollars given the growth in enrollment during the last 16 years, the state would be providing \$5,314 per full time equivalent. The loss in funding becomes even worse if you consider inflation. A dollar in FY2000 is only worth 69 cents in today's purchasing power. This means the overall state support has been effectively reduced to \$3,686 per student. This is a reduction of 46% in real purchasing power per full time equivalent students over the last 16 years.

Academic Affairs	15.0 FTE	\$1,105,982
-------------------------	-----------------	--------------------

1. Elimination of 7 faculty FTE. Due to growth and demand in some program areas as well as past reductions, elimination of faculty lines would require a surgical approach. While it may on the short term be accomplished through eliminating positions that are currently open or under-filled, we can no longer reduce by the method of convenience. A process would need to be developed to consider elimination of specific academic programs. Total: \$456,194
 - a. An elimination of these positions represents a 3% FTE reduction of tenure and tenure earning faculty.
 - b. KBOR minima for programs is 3 terminally prepared faculty so this reduction in number of faculty could result in an elimination of two or more academic programs.
 - c. It is estimated that this reduction of force would result in the elimination of as many as 56 course sections per academic year in a wide range of program areas. Lack of access to courses would result in delay of program completion and potentially adversely affect over 2,000 currently enrolled students.
 - d. Of particular concern is the loss of areas where the state's economy is in need of career ready individuals.
 - e. The lack of course availability would also restrict growth of the university in all program areas.
 - f. Nearly every PSU student would be adversely affected and in particular, those who are majoring in areas where there is a reduction in instructors teaching upper division/major courses or total elimination of a program. Standard practice for eliminated programs is a completion plan, which over the course of at minimum a two year period, currently enrolled majors have opportunity to complete their programs and graduate from the university. In the meantime, impacts are felt in other areas due to staffing adjustments.
 - g. Eliminations would negatively impact our ability to sustain accredited programs. For example, the impact on the AACSB accredited Kelce College of Business would be the severe constraints on our capacity to deliver programs within the guidelines of accreditation standards as a greater proportion of what was taught would be overseen by non-qualified faculty. This would also be the case for other accredited programs such as Nursing, Social Work, Engineering Technology, and Teacher Education.
2. Elimination of 3 administrative FTE. The elimination of these positions would arise from consolidation of units within academic colleges as well as other academic service areas. Total: \$337,702
 - a. Continued demands for reporting, tracking, and implementation of complex business procedures based on federal and state regulations would need to be addressed.
 - b. Implementation of the university strategic plan would be at risk. Planning and implementation requires leadership and, while we believe strongly in shared governance, distribution of responsibilities requires organization and management.
 - c. Consolidation of administrative units will mean the loss of expertise and leadership within selected areas of service and activities. More than just a workload issue for the individual, administrators assigned multiple areas of responsibility will not be able to manage the totality as effectively, nor will they have the same level of expertise and understanding for each area. It will be improbable that their attention will be equitably divided among the areas of responsibility.

**Pittsburg State University
FY 2018 & FY 2019 Budget Request
Section II – Budget Overview**

5% Reduced Resources Budget Impact, Continued

3. Elimination of 3 academic services FTE. Consideration of closure of some areas or significant downsizing of the scope of work of some units would need to be made. Areas impacted might include: admission, financial assistance, registrar, diversity, international, tutoring, library, faculty development, etc. Total: \$159,964
 - a. The impact of this would be felt in enrollment numbers as well as in completion rates for students. Because the university relies on student tuition and fees for over half of its revenue, diminished enrollment will exacerbate the situation. In addition, a strong indicator of the health and wellbeing of an institution is its persistence and completion rates which will be at risk with the downsizing of academic service programs. This is also a key goal of the KBOR strategic plan – Foresight 2020.
4. Elimination of 2 university support staff FTE. Workload would need to be consolidated across or within offices. Offices impacted might include: academic departments, library, financial assistance, registrar, admissions, international services, etc. Total: \$73,201
 - a. Service to students would be diminished in such areas as timely packaging of financial assistance, advisement, and enrollment services.
 - b. Remaining staff would take on more responsibilities and tasks for no hourly rate adjustment, still operating within hourly restrictions according to FLSA rules.
5. Reduction of Travel and supplies \$78,921. Restricted to essential travel only or that which is sponsored by grants and contracts.
 - a. Faculty training would be adversely affected during a time of significant change to pedagogy. The reputation of the institution which is garnered by faculty presentations at regional, national and international academic meetings would be diminished, thus affecting competitiveness for grants and contracts which generate additional revenue for the institution and state of Kansas as well as recruitment of faculty and administrators.
 - b. Rankings which are part of the KBOR's institutional review process would decline. In addition KBOR, as well as the Higher Learning Commission, requires that we have a strategic plan and the lack of our ability to fully actualize Pathway to Prominence is a very real possibility.
 - c. Travel restrictions to required meetings only for administrative personnel would isolate the university from opportunities brought about through external contacts and partnerships.
 - d. OOE funds have already been reduced for annual allotments as well as non-restored permanent reductions while expenses continue to climb through increased costs, expanded need for resources to enhance student skills, and numeric growth of the university.
 - e. Impacts will include diminished ability to meet day to day operating demands. In addition, library acquisitions would continue to be reduced. Over time, efficiencies have been introduced but continued erosion of OOE threatens the overall quality of our academic programs as well as direct service to students.

President's Division	3.0 FTE	\$180,948
-----------------------------	----------------	------------------

Elimination of 3 administrative FTE. The impact of reducing budgets in those areas directly reporting to the President would result in the elimination of 3 positions. Such operation as the Office of Information Services, Facilities Planning, and Intercollegiate Athletics would most likely carry the brunt of the \$180,948 in funding cuts.

Pittsburg State University
FY 2018 & FY 2019 Budget Request
Section II – Budget Overview

5% Reduced Resources Budget Impact, Continued

Administration and Finance 6.0 FTE \$301,016

Elimination of 6.0 Physical Plant FTE. A reduction of \$301,016 would most likely be required from the Division of Administration and Finance. This reduction in State support would impose a loss of at least 6 University Support Staff. The Physical Plant would bear the brunt of these reductions with staffing cuts in custodial, grounds and maintenance positions. The timing of the reductions would be particularly damaging given the recent opening of the Bicknell Center for the Arts and the Plaster Center. Additional staffing cuts could come in the Business Office, Purchasing Office, Printing Services, etc. Again, the timing would be particularly difficult given the campus is in the middle of implementing new administrative systems.

Student Life 1.0 FTE \$38,891

Elimination of 1.0 administrative FTE. A five percent reduction in the Student Life budget would most likely result in the loss of 1 staff position in police and parking services or 1 staff position the Bicknell Center for the Arts. With all the changes coming as a result of "open carry", a reduction in security could prove to be very damaging. Given the Bicknell Center for the Arts has only been open for a couple of seasons, any reduction in staffing would have an immediate negative impact in our ability to support the Arts with the local community.

University Advancement 1.0 FTE \$64,261

Elimination 1.0 administrative FTE. The proposed five percent reduction would result in \$64,261 in less funding for the division of University Advancement. Such operations as University Marketing and Career Services would most likely be negatively impacted. At a time when tuition dollars are critical to funding the University, a reduction in marketing future students would be very difficult. A reduction in supporting students who are successful in graduating would likewise be a step in the wrong direction if the goal is to encourage more job employment in Kansas.

PITTSBURG STATE UNIVERSITY – Summary of 5% Budget Reduction Impact

DIVISION	FTE	FY2018
President	3.0	\$ 180,949
Academic Affairs	15.0	1,105,982
Administration & Finance	6.0	301,016
University Advancement	1.0	64,261
Student Life	1.0	38,897
TOTAL:	26.0	\$ 1,691,104

An unintended but very realistic consequence of such a drastic reduction would be the loss of faculty and staff due to instability of funding and a perceived financial weakness of the university. It is likely that those who have strong credentials and who are able to move out of the area might leave to go to institutions not facing such cuts. Many of our faculty are also marketable to other industries as well and would therefore see those opportunities as more attractive. In particular, this will impact nursing, business, and technology programs.

**Pittsburg State University
FY 2018 & FY 2019 Budget Request
Section II – Budget Overview**

5% Reduced Resources Budget Impact. Continued

In addition, cuts to funding at this level will likely adversely impact innovation and initiative. The success and prestige of the university relies on the motivation of faculty, staff and administrators to continue to explore and develop professional expertise. At a time when there are significant expectations for enhanced outcomes for students, this reduction will disincentivize personnel to innovate for the benefit of students as well as the region's employers.

It is ironic the tax cuts put into place a few years ago are having the impact of lost employment at Pittsburg State University. The potential loss of 26 good public employer jobs in southeast Kansas as a result of declining State revenues, will have a definite negative impact which will create additional issues to be handled. Further reductions in State support, along with reductions in tuition collections as a result of declining enrollments, cloud the future of this remarkable institution of higher learning.

Restoration of FY 2017 Reductions

The Kansas Board of Regents Budget Request will include a request to restore the 4% SGF reduction that was taken in FY 2017. The FY 2017 SGF reduction totaled \$1,020,815. Of this amount, \$971,878 was from the main appropriation, \$27,985 was from the line item appropriation for Polymer Science Program, and \$20,952 was from the line item for the School of Construction.

The restoration of the 4% budget cut to the main appropriation as part of the FY 2018 operating budget would be utilized to fund known increases in operating costs (e.g. health insurance, utilities, faculty promotions). Any excess over known permanent increases would go to minimizing any increase in tuition for the next year.

The reductions to the Polymer Science Program and the School of Construction resulted in reduced budgets for supplies, equipment and travel. All of these budgets would be restored and the commitments that were affected by these reductions would also be restored.

GENERAL EDUCATION REVIEW

THE PROCESS

FACULTY SENATE MEETING SEPTEMBER 28, 2015

- PSU's Faculty Senate unanimously approved a motion to initiate the process of examining the General Education program
 - Ensure it supports the university's strategic plan
- Faculty Senate President wanted to make sure it was a faculty led choice on what general education looks like going forward

CREATION AND TASK OF FACULTY LEADERSHIP TEAM

- At request of the Faculty Senate, Dr. Olson created a Faculty Leadership Team
 - Composed of one representative from each of the university's colleges
- Task of the Leadership Team
 - To create a "process" that will facilitate a campus-wide dialogue on what the general education program should be at PSU for the 21st century.
- Over the **next two years** the entire campus will be invited to participate in the process of reflection, discussion, and creation of a general education program that reflects PSU's core values and provide a truly **transformational** experience.

PROCESS

- As we move through this process, we will be identifying individuals to not only participate but to also serve as Committee Chairs and Committee Members
 - This will help ensure a **transparent and inclusive** process
- **Goal:**
 - Submit a completed General Education Curriculum Package to Faculty Senate by **November 2018**

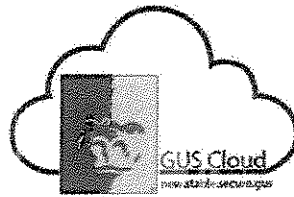
TO FACILITATE THIS PROCESS

- General Education Webpage
 - Will be launched on PSU's website in mid-October
 - Serve as an information sharing forum
 - Information regarding:
 - schedule of meetings
 - focus groups, and
 - minutes of past meetings

TO FACILITATE THIS PROCESS

- Canvas Community for General Education
 - Created to:
 - Facilitate discussion amongst faculty
 - Serve as a repository for information on General Education and General Education Reform
- **ALL** members of the PSU campus and the community at large are invited to participate
- The invitation will be extended to all stakeholders, including, University Support Staff, Unclassified Staff, Campus Administration, Students, Alumni, Employers, and other relevant stakeholders

WE LOOK FORWARD TO AN EXCITING
AND ENERGIZING PROCESS AS WE
LOOK TO POSITION OUR GRADUATING
STUDENTS TO MEET THE MANY
CHALLENGES OF THE 21ST CENTURY.



What is GUS HR?

GUS HR is Pittsburg State University's new human resource system that will replace our 30+ year old legacy system (a.k.a. IBM/Secure Shell/Admin System). **GUS HR** provides functionality for business processes related to Core HR, Compensation, Payroll, Time and Labor, Absence Management, Goals and Performance. **GUS HR** is an Oracle Cloud (Fusion) solution. It is safe, secure and modern, and built on best business practice. **GUS HR** will give administrators, managers and employees improved access to HR-related information and data with the ability to make changes electronically.

GUS HR is part of PSU's **GUS Cloud** project. **GUS HR** will go-live in two phases. Phase I will go live December 18, 2016 and will include Core HR, Compensation, Payroll, Time and Labor and Absence Management. Phase II will go live in spring 2017 and include Performance Goals and Reviews. The other **GUS Cloud** solutions are **GUS Finance** and **GUS Procurement** that will go live October 1, 2016. **GUS Budget** will go live spring 2017 and **GUS Recruit** will go live fall 2017.

GUS HR Benefits

- Employees will have instant access to view and change basic employee data electronically through Employee Self Service (ESS). Data that can be viewed and/or updated includes:
 - Pay slips (pay stubs)
 - Home Address, Phone and Personal Email
 - Paycheck Direct Deposit Accounts
 - Emergency Contacts
- Employees can enter time worked and absences electronically with workflow to line managers (supervisors) for review and approval.
- Enhanced, up-to-date reporting capabilities and analytics to provide managers and administrators with people data and reports.

GUS HR Information Sessions

- Tuesday 9/20 @ 1:00 pm, OSC Sunflower Rm
- Wednesday 9/21 @ 3:30 pm, 409 Russ Hall
- Thursday 9/22 @ 10:00 am, OSC Sunflower Rm
- Wed. 9/28 @ 9:00 am, OSC Sunflower Rm
- Friday 10/7 @ 3:00 pm, S102 KTC

All Employees are encouraged to attend!

GUS HR Training Plan

- Start October 2016, employees will be able to enter time worked and absences and line managers will be able to approve in the test site. Videos and written job aids will be available.
- Classroom training for time and labor and absences will be available starting in November.
- Training videos will also be provided for Employee Self Service (ESS).

Training details and dates will be announced soon.

GUS HR Important Changes *

- Entry of time worked and absences.
- Double deductions for summer health insurance and optional group life for 9-, 10-, and 11-month employees.
- Changes for deductions that were taken only from academic year paychecks.
- Vacation leave accrued by eligible employees each pay period.

**These are changes identified as of 9/1/2016. Check the GUS HR Project site for more information.*

** Visit the HRS GUS HR Project web site for updates and documents:*

<http://www.pittstate.edu/office/hr/oracle-cloud.dot>

Contact **GUSHR@pittstate.edu** with questions.

**Library Services
Committee Meeting Minutes
8/29/16**

Members Present: Jorge Leon, Randy Roberts, Steve Cox, Stephen Horner, Robert Lindsey, Julie Samuels, Kevin Elliott, Hazel Coltharp

Members Absent: Stella Hastings

Initial Chair, Jorge Leon called for nominations for Recorder and Permanent Chair.

Hazel Coltharp volunteered for Recorder and Julie Samuels volunteered for chair; unanimous approval.

Dean of Library Services, Randy Roberts provided an overview of the past year and update on current year.

- Budget issues –
 - Resources have been reduced dramatically for this year;
 - They've been asked to hold funds in reserve;
 - They were allowed to roll over \$50K from last year;
- FY '17-'18 Priorities
 - Continuing to evaluate periodicals & databases
 - Learning Commons to work with the Library Strategic Priority – in addition to the current Student Success Center – e.g. – tutoring located here.
 - Increase in interdisciplinary classes may cause an increase in collections
 - Increase of # of student employees
 - Diversity resources
 - Develop learning spaces
- Upgrades to Facilities:
 - Remodeling of lower level almost complete – Phase I of 5-6 years of summer projects; under the old Bookstore; all studios and study rooms are reservable online (as is room 202); can use studios to record for job interviews, etc. Instructors can assign projects using them. Family reunions can use them to record family histories; Alumni Center can use for 50-year reunions
- New positions
 - Assessment & collection development – Lindsey Taggart from Crowder – will coordinate department liaisons; will work on assessment (of collections, the facilities, and services, service point and space design);
 - Jorge has been here for 2 years;
 - Steve has been here 1 year (in Special Collections);
 - Deborah White has been here 1 year specializing in digital materials, OER and web design;
 - 1st time in 5 years that they've been fully staffed!
- Continuing work on “thinning” of the collections – evaluating materials (those that have not been circulated in 16 years); lists will go out to faculty; donating books to “Better World Books” – placed in other libraries, sold, or circulated around the world (literacy projects)
- Very appreciative of faculty involvement and student usage is up:
 - > 518,000 last year
 - > 400,000 year before
 - 300,000 the year before that
- Student Advisory Group – hoping to start back up this year.

Continuing Studies Committee Meeting Minutes
September 1, 2016
202 Axe Library

Attendees: Kristi Frisbee, Susan Johns-Smith, Pawan Kahol, Jeanea Lambeth,
Sang-Heui Lee, Liz Mascher

Agenda:

1. Introductions
2. Identification of chairperson and recorder
 - a. Chairperson: Jeanea Lambeth
 - b. Recorder: Liz Mascher
3. Committee roles and purpose
 - a. Dr. Kahol presented the purpose of the committee:
 - i. To serve as a communications link between organizational units and the Office of Continuing Studies in regard to continuing education courses, policies and issues
 - ii. To help recruit faculty and other appropriate resource persons to participate in Continue Studies activities
 - iii. To participate in the formation, development, and implementation of guidelines and procedures utilized in carrying out functions of the Office of Continuing Studies
 - iv. To identify areas/methods by which the Office of Continuing Studies can increase services to the university
 - b. Dr. Kahol provided an overview of the history of the Office of Continuing Studies and its changing roles
 - c. Potential areas for future discussion were identified including:
 - i. Online course improvement
 - ii. Course evaluation
 - iii. Continuing education policies
 - iv. HLC criteria
 - d. Dr. Kahol indicated that the committee will assist the Office of Continuing Studies in finding solutions to ensure PSU is providing transformative learning experiences
4. Future meetings
 - a. The meeting was turned over to the new chair for discussion regarding future meeting dates and times
 - b. The next meeting was scheduled for October 20th from 3:00 to 4:00 p.m.

WAC Meeting Minutes
Wednesday, August 31 at 3:30
Overman Student Center, Sunset Room B

Members present: Laura Covert (chair), Steve Horner, Kristi Frisbee, Sandra Cox, Robert Lindsey, Don Judd, and Jessica Jorgenson (recorder). **Members absent:** Janet Zepernick and Rebeca Book were unable to attend.

Appointments of chair and recorder: The committee appointed Laura as chair and Jessica as recorder.

Summary of review protocol for WAC: The committee reviewed the protocol from the last year. We decided to keep this protocol. Don handed out a document sharing the protocol with the committee members, which he will send out at a later date. The committee decided that since the fourth Friday of the semester is typically when documents need to be in. For this semester, this date falls on Friday, September 16. At this point, we do not know how many documents we will receive from faculty who are teaching WTL courses. Because of this, we will establish how many documents each of us review at a later date. Don also mentioned that all documents will be submitted through a Canvas site, which we will have access to soon.

Review process: This will be sent or shared through the Canvas site, but below is a summary of the typical review process that we discussed:

- Documentation included for review will be the course syllabus, writing assignment instructions, and grading criteria.
- We will check to make sure that these documents meet our best practices for WTL courses, which include the following:
 - Writing and course grade (is it clear that students must pass the writing component in order to pass the course?)
 - Amount of writing (100-200 level courses need at least 7 pages of formal writing, 300-level courses need at least 12 pages of formal writing)
 - List of due dates
 - Instructions for writing assignments (no response or opinion papers, only formal writing assignments that require application of the discipline)
 - Grading criteria (rubric)
 - Explanation of how students will get feedback
 - Academic honesty statement

Review of Deadlines: We should have all documents in the Canvas site for review on Friday, September 16. The deadline for completing the reviews will be Monday, October 17 (to comply with fall break).

Other Business: No other business was discussed

Diversity & Multicultural Subcommittee of the Faculty Senate | MINUTES

Meeting | time 9/22/2016 12:15 PM | Meeting location Balkans Room, OSC

Meeting called by	Dr. Ananda Jayawardhana	Attendees
Type of meeting	Introductory Meeting	Lauren Balasco
Note taker	Dr. Lauren Balasco	Ashlyn Dowell (student representative)
		Ananda Jayawardhana
		Jon Jones
		Susan Knell
		Anil Lal
		Cassandra Ngo (student representative)

AGENDA TOPICS

Time allotted | 30 minutes | Agenda topic *Introductions* |

Discussion:

- Attendance and Introductions
- Confirmed nominations of the Chair and Secretary of the Diversity & Multicultural Subcommittee, Dr. Ananda Jayawardhana and Dr. Lauren Balasco respectively.
- Reviewed the mandates and past activities of the committee.
- Approved minutes from last meeting.
- Meeting concluded at 12:45pm.

Action Items	Person responsible	Follow-up Details
Committee agreed to meet as needed and again next semester.	Dr. Jayawardhana	Meeting TBA
Request for a report from the Council on Diversity regarding its activities from the previous academic year.	Dr. Jayawardhana will contact Ms. Deatrea Rose	Report will be distributed to committee and Ananda will report the information to the Faculty Senate
Committee agreed to support diversity events on campus.	All members	Events TBA throughout semester.

Student/Faculty Committee
Minutes 9-12-16 meeting

Members present: Barb McClaskey, James Greene, Harriet Bachner, Phil McNew, Julie Dainty.
Members absent: Shipra Paul Ex-officio members Debbie Greve (present) Jason Kegler (absent)
Student members for this committee are unknown at this time.

Discussion was held to nominate chair and recorder. Barb McClaskey agreed to be the chairperson and Debbie Greve the recorder.

Barb led the discussion on the present by-laws and concerns on current practice. It was agreed that a comparison was needed on SGA by-laws for this committee and this would be an activity for the committee in determining revisions needed and submitting to President Janice Jewett for the Constitution Committee to finalize.

A great deal of discussion was held on the committee serving a role in an appeal process for students denied reinstatement. There is no policy within the University Catalog that inserts this committee in such an appeal. Registrar, Debbie Greve, was to check older catalogs for changes in policies over the last 30 years. The by-laws were last amended in 1985. Debbie did email the committee members later in the day to report that no catalog dating back in to the mid-1970's and before outlines a policy that names this committee in a reinstatement appeal process. Will need further investigation.

Other items identified as potential topics for this academic year included: Weapon Policy roll out with Public Relations, Reporting on Academic Misconduct, as well as update bylaws for Faculty Senate and Student Government Association.

Debbie Greve,
Recorder